
TECHNICAL REQUIREMENTS

Please provide the following.

- Clip-on lapel microphone
- For audience interaction activities, Suneel will require a handheld wireless microphone.
- Countdown clock
- Confidence monitor on the stage, with Presenter View 50/50 split screen between current slide and next slide
- House lights half up (Suneel should be able to see the audience throughout the presentation)
- Projector, screen, and audio system (Suneel uses PowerPoint with embedded audio and video content)
- Remote/clicker for controlling PowerPoint from the stage
- Music for walk-on, walk-off, and activity (Info below)
- Small prop table on stage (Info below, and Suneel will share details during pre-event call)
- Support from hosting organization's team for audience activity (Info below, and Suneel will share details during pre-event call)

PowerPoint FAQs:

- Suneel prefers to send his PowerPoint in advance and have it loaded on the hosting organization's A/V system. He will discuss delivery on the pre-event call.
- Suneel will run his PowerPoint himself from the stage and will need a remote/clicker to advance the slides.
- The PowerPoint contains embedded audio and video content.

MUSIC

- Walk-on. "Dreams" The Cranberries

PROP TABLE

- Ideally, this would be located stage left, near the front of the platform.
- Items for the prop table:
 - cup of warm water (to drink)
 - pre-numbered index card (so Suneel can hold it up as an example during activity)

INDEX CARD AUDIENCE ACTIVITY

The possibility of adding this activity will be discussed on the pre-event call with Suneel.

- In case it's useful, here is a video of [Suneel conducting the activity](#) for a live audience, and [sample cards produced](#) by attendees during the activity.

What's the audience's experience?

- **Step One:** As an audience member, I will have an index card and pen. Near the end of his talk, Suneel will prompt me to brainstorm and choose one area where I need help right now. This could be professional - e.g., "I need help dealing with a difficult team member". It could be personal - e.g., "I need help with making my diet stick". I will not write my name on the card so I can be as vulnerable as I want to be.
- **Step Two:** After everyone has filled out their card, we'll do an active "index card exchange". Over the next five minutes, my goal is to review as many index cards as possible. Each time I read an index card I'll ask myself: can I relate to this sentiment? If the answer is yes, I'm invited to write my email address on the back of the card. If not, I don't. Either way, I hand the card to someone else and find another card.
- **Step Three:** Suneel will bring us all back to our seats. He'll prompt me to gather any cards that are around me and deposit them in a basket on my way out of the session. Then he'll give us our final close.

What are the logistics needed to make this successful?

1. **Pre-Numbered [Index Cards](#) (blank on both sides):** Please number the cards from 1 to N; where N = the number of people in the audience. This way, we can keep the activity anonymous.
2. **Pens:** Everyone needs access to a pen.
3. **Pickup spot:** After the session, it would be great to lay the cards out so each audience member can find theirs. This can be coordinated directly with Suneel during the prep call.